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# CONSTITUTION

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version .01

APRIL 14, 2023

JOINT BURIAL COMMITTEE OF CLAYBROOKE PARVA, CLAYBROOKE MAGNA AND ULLESTHORPE  
PARISH COUNCILS'

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PARISH COUNCILS'3**

**CONSTITUTION**

**1. Background**

The Joint Burial Committee is a joint committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils', formed under section 101 of the Local Government Act 1972<sup>1</sup> to administer the three councils functions as Burial Authorities under section 214 of the Local Government Act 1972<sup>2</sup>. The Committee is the successor to the Claybrooke Joint Burial Board.

**2. Name**

The Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils'.

**3. Area**

The areas served by Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils in the county of Leicestershire.

**4. Functions**

The Joint Burial Committee will operate the Burial Powers of the three parish councils, as provided by section 214 of the Local Government Act 1972<sup>3</sup>, subject to the provisions contained in this constitution.

The Joint Burial Committee shall prescribe a scale of fees, charges and rights for or in connection with burials as they think proper and shall keep a table showing the matters in respect of which fees or other charges are payable to them and such table shall be available for inspection by the public at all times.

**5. Administration and Financial Duties**

The Joint Burial Committee are responsible for the appointment of an administrative clerk to carry out administrative and burial functions on behalf of the Joint Burial Committee. To avoid conflicts of interest the role of appointed clerk cannot be held by a parish councillor of any of the three parish councils.

The clerk to Ullesthorpe Parish Council is appointed as Responsible Financial Officer to the Joint Burial Committee to ensure that the accounting records of the three parish councils fully and accurately reflect their councils share of Joint Committee reserves, income, expenditure, assets and liabilities as per audit requirements<sup>4</sup>. All financial transactions will be in accordance with the Financial Regulations of Ullesthorpe Parish Council.

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<sup>1</sup> Local Government Act 1972, s 101(1).

<sup>2</sup> Local Government Act 1972, s 214(1).

<sup>3</sup> Local Government Act 1972 s 214(1).

<sup>4</sup> Governance and Accountability for Smaller Authorities in England, JPAG, 2019 s 5(5.133)

## 6. Composition

The Joint Burial Committee shall comprise of three parish councillors, appointed by their respective parish councils:

Claybrooke Parva Parish Council	1 member
Claybrooke Magna Parish Council	1 member
Ullesthorpe Parish Council	1 member

## 7. Terms of Office

The Annual Meeting of each parish council will review and confirm their council's appointed representative and a named substitute representative to the Joint Burial Committee.

## 8. Meetings

The Joint Burial Committee will meet on no fewer than four occasions in each year. One of those meetings will be an Annual Meeting at which the Joint Burial Committee will elect a chairman from among their members. The chairman must be elected on an annual basis and no chairman shall be elected to the role for a consecutive period exceeding three years. All meetings shall be held at such hour and on such day as may be determined by the Joint Burial Committee.

## 9. Attendance at Meetings

Meetings of the Joint Burial Committee will only be quorate when all three members of the Joint Burial Committee, or their named substitutes, are present. The administrative clerk to the Joint Burial Committee must be present at all meetings, if the administrative clerk is unable to attend a meeting, the clerk to any of the three parish councils may act as a substitute.

## 10. Voting at Meetings

Unless otherwise provided by the Standing Orders of the Joint Burial Committee, voting at meetings of the Joint Burial Committee will be by show of hands or secret ballot. Decisions shall be made by simple majority vote. Any members may request that the voting in question is recorded to show whether each member present and voting gave their vote for or against the motion.

**Constitution of the Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils’:**

**Approved by Claybrooke Parva Parish Council on: 26<sup>th</sup> April 2023**

**Recorded as Minute Reference: 12**

**Approved by Claybrooke Magna Parish Council on: 27<sup>th</sup> April 2023**

**Recorded as Minute Reference: 14**

**Approved by Ullesthorpe Parish Council on: 24<sup>th</sup> April 2023**

**Recorded as Minute Reference: 23-075**

Date of policy: April 2023

Approving Committee: Joint Burial Committee ratified by the three parish councils

Date of Committee meeting: 14<sup>th</sup> April 2023

Minute reference: 23-011

Policy version reference: Constitution version .01

Policy effective from: 14<sup>th</sup> April 2023

Date for next review: Annual Meeting of the JBC

Supersedes: Not applicable

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